

# Retention and Classification Report

**Agency:** Salt Lake City Mosquito Abatement District (Utah) (2144)

2020 North Redwood Road  
Salt Lake City, UT 84116

**Records Officer** Sammie Dickson

26223	Accounts payable
26224	Accounts receivable
26225	Accounts receivable invoices
26203	Airport security badges
24920	Annual report
26252	Audio recordings of meeting
26227	Bank deposits
26228	Bank statements
26216	Check copy files
26217	Check registers
26220	Checkbook stubs
26215	Composite spray maps
26205	Contract purchasing records
26219	Deposit slips
26213	Employee performance-related records
26211	Employment eligibility records
26214	Equipment inventory
26218	General ledgers
26204	Income tax exemption and withholding files
26212	Income tax exeptions & withholding
26202	Insurance policy files
26226	Larval collections
26160	Service requests
26159	Spray sheets
26221	State treasurer's accounting statements
26222	State treasurer's deposit
26208	Successful bid proposals
26206	Surplus property case files
26147	Time sheets
26207	Unsuccessful bids and proposal files
26210	Vehicle maintenance records
26209	Vehicle registration certificates



**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26223

3

**TITLE:** Accounts payable

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

**AUTHORIZED:** 04/05/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26224

3

**TITLE:** Accounts receivable

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 2.

**AUTHORIZED:** 03/25/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26225

3

**TITLE:** Accounts receivable invoices

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 3.

**AUTHORIZED:** 03/25/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26203

3

**TITLE:** Airport security badges

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files contain permits and certifications from the Federal Aviation Administration (FAA) or other state and federal agencies and other reports, correspondence, or other documentation bearing directly on the application for the issuance or the renewal of the permit or certification.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 13, Item 10.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after expiration and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 24920

3

**TITLE:** Annual report

**DATES:** 1930-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/09/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Publications which document agency history and functions have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26252

3

**TITLE:** Audio recordings of meeting

**DATES:** 2006-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

Audio or video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 (2009) requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 (2010) states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting".

**RETENTION:**

Retain 3 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 45.

**AUTHORIZED:** 05/31/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase provided resolution of any related litigation..



**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26252

**TITLE:** Audio recordings of meeting

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26227

3

**TITLE:** Bank deposits

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 6.

**AUTHORIZED:** 04/05/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26228

3

**TITLE:** Bank statements

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 7.

**AUTHORIZED:** 04/05/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26216

3

**TITLE:** Check copy files

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 8.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26217

3

**TITLE:** Check registers

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 9.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26220

3

**TITLE:** Checkbook stubs

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are stubs from which checks or warrants have been removed upon issuance. They are used as a record of verification of disbursements of municipal funds. Includes check number, name of payee, amount, purpose, date drawn, and signature.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 32.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26215

3

**TITLE:** Composite spray maps

**DATES:** 1969-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 6.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26205

3

**TITLE:** Contract purchasing records

**DATES:** 1966-

**ARRANGEMENT:** chronological by year

**DESCRIPTION:**

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 12.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years after expiration of contract and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26219

3

**TITLE:** Deposit slips

**DATES:** 1960-

**ARRANGEMENT:** Chronological year

**DESCRIPTION:**

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 11.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26213

3

**TITLE:** Employee performance-related records

**DATES:** 1980-

**ARRANGEMENT:** Alphabetically by name

**DESCRIPTION:**

These files document the performance of exempt employees. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 7.

**AUTHORIZED:** 12/08/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26211

3

**TITLE:** Employment eligibility records

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 34.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after date of hire or until 1 year after date employment is terminated and then destroy provided whichever is longer.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26214

3

**TITLE:** Equipment inventory

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 3.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26218

3

**TITLE:** General ledgers

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26204

3

**TITLE:** Income tax exemption and withholding files

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/14/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after form is superseded and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26212

3

**TITLE:** Income tax exeptions & withholding

**DATES:** 1970-

**ARRANGEMENT:** Alphabetically by name

**DESCRIPTION:**

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/14/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after form is superseded and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26202

3

**TITLE:** Insurance policy files

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years after expiration of policy and settlement of all claims and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26226

3

**TITLE:** Larval collections

**DATES:** 1985-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

**AUTHORIZED:** 04/05/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until annual review and then destroy provided no longer needed for reference.

**APPRAISAL:**

Administrative

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26226

**TITLE:** Larval collections

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26160

3

**TITLE:** Service requests

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

This log records incoming documents that require distribution or action. Includes date received, description of record, action and date taken.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 32.

**AUTHORIZED:** 04/05/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26159

3

**TITLE:** Spray sheets

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 23.

**AUTHORIZED:** 04/05/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until no longer needed for operational purposes and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26221

3

**TITLE:** State treasurer's accounting statements

**DATES:** 1960-

**ARRANGEMENT:** Chronological by years

**DESCRIPTION:**

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 19.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26222

3

**TITLE:** State treasurer's deposit

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are multi-copy deposit forms which accompany agency deposits to the State Treasurer's Office. These records also serve as a receipt of deposit.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 35.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26208

3

**TITLE:** Successful bid proposals

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 17.

**AUTHORIZED:** 08/24/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26208

**TITLE:** Successful bid proposals

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26206

3

**TITLE:** Surplus property case files

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files document the sale of surplus municipal property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 5.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years after final payment and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26147

3

**TITLE:** Time sheets

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26147

**TITLE:** Time sheets

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26207

3

**TITLE:** Unsuccessful bids and proposal files

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 11.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26210

3

**TITLE:** Vehicle maintenance records

**DATES:** 1966-

**ARRANGEMENT:** chronological by year

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 9.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after disposition of vehicle and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26209

3

**TITLE:** Vehicle registration certificates

**DATES:** 1966-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These motor vehicle registration forms document municipal ownership of vehicle.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 10.

**AUTHORIZED:** 04/04/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until vehicle is transferred or sold and provided then transfer with vehicle..

**APPRAISAL:**

Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26201

3

**TITLE:** Workers' Compensation Claim Forms

**DATES:** 1966-

**ARRANGEMENT:** chronological by year

**DESCRIPTION:**

All records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See UCA 34A-2 for Workers Compensation Act

**RETENTION:**

Retain 75 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 35.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 75 years after final settlement and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Salt Lake City Mosquito Abatement District (Utah)

**SERIES:** 26201

**TITLE:** Workers' Compensation Claim Forms

(continued)

**PRIMARY CLASSIFICATION:**

Private